



The OBSERVER

Tips, Information and Discussion for the Public Affairs Professionals of Minnesota Wing, CAP

Col Steve Miller, Minnesota Wing Commander Capt Al Pabon Wing Public Affairs Officer

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Use of CAP Signature Blocks – CAP or AF AUX

Since 9-11 the Air Force has started calling the Civil Air Patrol “their” Auxiliary or more precisely “The Air Force Auxiliary”. It has been observed that some members have capitalized on this and have started using the initials “USAFAux” instead of the approved “CAP”.

A change to reflect this was suggested, but the National Board disapproved the change to “USAFAux”. In addition there have not been any changes to CAPR 10-1 with regard to our organizations name.

The following information is IAW CAPR 10-1, Attachment 2, Paragraph 9. Signature Element.

“Show the name in capitals, grade in upper/lower case, and service in capitals, (i.e., CAP or USAF) on the first line. Duty title in upper/lower case on the second line, and name of the office or organizational level on the third line in upper/lower case (if not announced in the heading). Avoid using legal, educational or ecclesiastical degrees or titles.”

In addition, the titles to be used are those described in CAPR 20-1. For example, the squadron commander is

JOHN K. DOE, Captain, CAP
Commander

(This is the proper use of name, rank, organization and Title)

or if not announced in the header block

JOHN D. DOE, Lt Col, CAP
Commander
ABC Composite Squadron, MN998

(This is also the proper use of name, rank, organization and Title)

it is NOT

JOHN D. DOE, LTC, CAP
Commanding Officer

(The title is NOT IAW CAPR 20-1 and the Grade is also not correct as per CAPR 35-5)

or

JOHN D. DOE, LtC, USAFAux
Commander

(The organization is NOT IAW CAPR10-1. The Grade is also not correct as per CAPR 35-5)

CAP Letterhead:

The use of authorized CAP Letterhead has not changed. The guidance in CAPR 10-1 applies to all CAP Correspondence at all echelons.

Specifically the use of the Air Force Logo or Hap Arnold Wings is not authorized on CAP Letterheads.

The CAP Seal, the Wing Patch and Approved Unit Patches are authorized for use on letterhead.



Minnesota Wing Patch:

The Wing Patch is worn on the uniform as per CAPM 39-1. The patch has a lot of history and has been restored to its historically accurate version.

The Wing Patch can be used in the same manner as the CAP Emblem and in addition it can be used on unit letterheads. Its use is highly encouraged. The color artwork (and a Black & White version) can be downloaded at the Wing PAO website.

TIP OF THE MONTH: The Community Calendar

Many local newspapers and TV Stations publish a "Community Calendar" of events and happenings.

This is a great way to promote your squadron as a part of the community and to attract potential members.

Try submitting a listing to your local newspaper about your squadron's meeting night. Here are some examples that I found on a variety of online newspapers.

"MARION CADET SQUADRON, Civil Air Patrol, 7-9 p.m., Marion VA Medical Center, Building 6, 1700 E. 38th St."

"Civil Air Patrol, Hayes Hangar, 360 Aviation Drive; Naples Cadet Squadron, 6:30 p.m. Mondays; 353-7980 or 643-0980; Naples Senior Squadron, 7:30 p.m. Tuesdays; 649-1080."

Use the press release format or format the newspaper wants for your calendar item. Include a point of contact and phone number that you and your commander want made public. Or perhaps an e-mail/web address.

Perhaps they may do a feature on your squadron if you run the calendar item enough!

PAO Online RESOURCES

CAP NHQ Releases
<http://www.cap.gov/mediacenter/release.html>

CAP NEWS
<http://www.cap.gov/mediacenter/capnews/capnews.html>

CAP Online News Service
<http://www.cap.gov/capnewsonline/capnewsonline.html>

Minnesota Wing Public Affairs Website
www.mncap.org/pa

PAO WORKSHOP COMING UP!

The Next Wing PA Workshop is scheduled for Saturday Nov 20th at the North Hennepin Squadron Hangar at Crystal Airport.

We will start at 9:00 and go until 3:00 PM. A Pizza Lunch will be served.

Topics to be covered include

- A review of National Board Presentations
- ES Training – The Mission Press Release
- Strategic and Operational Planning for 2005
- 2005 Cadet Encampment PAO
- Hands-on Training: The Hostile Interview
- Review of 2004 PA and Recruiting
- Inspection Prep and other interesting topics.

PAO's that have subjects that they would like to have discussed can contact Capt Pabon at pa@mncap.org to have them added to the agenda.

PAO's and interested members are welcome to attend. Pre registration is requested. Please send your name, grade, unit and duty assignment to pa@mncap.org to register.

There is no charge for the workshop and all participants receive the latest PAO/Recruiter Resource CD set!

2005 PAO WORKSHOP SCHEDULE

1st Quarter

Saturday 19 February 05 @ Wing HQ

2nd Quarter

1 May 2005 @ Breezy Point Resort

3rd Quarter

20 August 05 @ North Hennepin Sqdn

4th Quarter

19 November 05 Location TBD

The Observer

Mission: To provide mission-essential and/or professional-development information for Public Affairs professionals representing the Minnesota Wing.

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